

BUILDING INSPECTOR I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of general building inspection work in securing compliance with municipal building codes, electrical, mechanical and plumbing codes, zoning and other related ordinances; and to perform a variety of tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Building Inspector I

Receives immediate supervision from the Building Inspection Manager or from other supervisory or management staff.

Building Inspector II

Receives general supervision from the Building Inspection Manager or from other supervisory or management staff.

May exercise functional and technical supervision over Building Inspector I's.

Essential Functions:

Duties may include, but are not limited to, the following:

- Inspect industrial, commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of City, State and Federal agencies.
- Check plans for compliance with code requirements and discrepancies before and after issuance of permits.
- Inspect existing buildings for change of use or occupancy for compliance with applicable codes and ordinances.

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Building Inspector I/II (continued)

- Inspect damaged or dilapidated buildings for safety; conduct inspection on fire damaged buildings; determine extent of damage, safety factors and necessary permits required for building; prepare and file reports.
- Inspect buildings being moved within or into the City to check for compliance with all codes; inspect building being demolished to protect adjacent property and the public.
- Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine building system elements.
- Conduct field inspections of businesses with tax and liquor licenses to ensure conformance with the building codes and zoning ordinances.
- Coordinate inspection activities with other City departments and divisions; confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
- Inspect installation of mobile homes.
- Maintain files of inspections and issued permits; review files for inactive, revoked or expired permits and code violations; initiate action against expired permits or to correct code violations.
- Receive phone calls; answer questions and provide information about construction site inspections and code regulations.
- Review new materials and methods used in building construction; attend training courses to learn of new codes and other building inspection regulations; take an active part in the training process.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Building Inspector I

Two years of journey level building construction experience.

Building Inspector II

Revised July 2003 (change to certification requirements) Revised October 2000 Revised March 1996 Effective November 1988 Revised August 2007 (update license/certificate)

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Building Inspector I/II (continued)

One year of increasingly responsible building inspection experience comparable to that of a Building Inspector I.

Education:

Building Inspector I

Equivalent to the completion of the twelfth grade supplemented by college level courses in engineering, architecture or construction.

Building Inspector II

Equivalent to the completion of the twelfth grade supplemented by college level courses in engineering, architecture or construction.

Licenses/Certifications:

Building Inspector I

Requires the possession of a valid driver's license at the time of application.

Possession of, or required to obtain within 12 months of hire, one of the following certifications from a recognized code publishing organization:

Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Combination Plans Examiner, Accessibility Inspector/Plans Examiner, Residential Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector, or Pre-stressed Concrete Special Inspector.

Building Inspector II

Requires the possession of a valid driver's license at the time of application.

Possession of a Building Inspector Certification *and* possession of or required to obtain within 12 months of hire or promotion a *second* certification as listed below from a recognized code publishing organization:

Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Combination Plans Examiner, Accessibility Inspector/Plans Examiner, Residential Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector, Pre-stressed Concrete Special Inspector

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Building Inspector I/II (continued)

Structural Steel and Bolting Special Inspector, Structural Welding Special Inspector, or Structural Masonry Special Inspector.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 218/287

Status for both: Non-Exempt / Classified